

INFORMATION PAPER

ATSG-AGP
30 March 2006

SUBJECT: Total Officer Personnel Management Information System (TOPMIS)

1. Purpose. To provide information on TOPMIS

2. Facts.

- a. What is TOPMIS- TOPMIS II is a HRC initiative to improve access to, and manipulation of officer management data. Its primary purpose is to help officer career and distribution managers within OPMD and the world wide requisition community (MACOM and BCT/BDE S-1) manage the careers of Army officers. TOPMIS II is a Java based Web application, intended to provide the user with friendly point and click screens, and easy access to data.
- b. What will you learn from this class:
 - (1) Initial Login to Citrix
 - (2) TOPMIS II desktop
 - (3) Service Applications:
 - a) ORB - brief record of personal and professional information
 - b) ORD - view/update information on an officer
 - c) Query System - ability to create custom made queries
 - d) Requisition and Assignment - view orders and requisitions
 - e) Strength Reports - managing your officers strength
- c. Target Audience should be: **BDE** - 43A, 42A5O, 420A, 42As (skill levels 1O thru 3O), **BN**: S-1, NCOIC, and 1 Clerk.
- d. Prerequisites: Strength Management and COPS.
A certificate of certification will be issued to all Soldiers who meet course requirements and prerequisites.

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